

MEMORANDUM FOR: Chief, Building Planning Staff
Chief, Planning Staff
Chief, Procurement Management Staff
Chief, Security Staff
Chief, Logistics Services Division
Chief, Printing Services Division
Chief, Procurement Division
Chief, Real Estate & Construction Division
Chief, Supply Division

SUBJECT : Correspondence Processing Procedure

REFERENCE : LI 70-4

1. The Records and Services Branch, (OL Registry), serves as the focal point for all incoming and outgoing correspondence for the Office of Logistics.

2. All correspondence, as defined in the reference, will either be processed by the OL Registry, or in the case of direct mailing to or from a decentralized component of the Office of Logistics, an information copy will be furnished to the Registry. This copy will be incorporated into the Daily Correspondence Reading File prepared for the Office of the Director of Logistics.

3. Those items listed in Enclosure 1 to LI 70-4 will continue to be exempted from this procedure.

John F. Blake
Director of Logistics